

VITAL MATERIALS REPORT FOR WEEK ENDING - 23 JULY 1954

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	0.3	2.0	171.2
Maps	0	0	43.1
Negatives	0	0	125.2
Cards (other than IBM)	0	0	<u>4.2</u>
			343.7
B. (Measured by actual count)			
Cards (IBM)	110,434	46,061	3,949,466
Film (Reels) 35mm	1	0	5,216
Film (Reels) 16mm	0	0	1,626

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo.	1
OCD	1
OCI	1
ORR	1
** OSI	2
* DD/P	<u>31</u>
Total	37

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	21
1. Number of Offices Depositing	20
2. Number of Offices Not Depositing (Audit Office-Letter of Exception 5 Feb. 1952)	1
B. Number of Offices With Established Schedule	10
C. Number of Offices In Which Schedules are to be Established.	10
D. Offices Depositing This Week	12
E. Offices Delinquent in Depositing (No deposit in last 30 days)	2
Directors Office - No deposit since 18 June 54	
DD/I - No deposit since establishment of schedule on 11 May 54	